

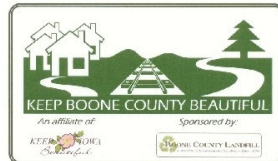
## RECYCLING OPPORTUNITIES

- ☐ Are you recycling as much as you can to reduce the amount of trash you throw away and possibly reduce your garbage bill?
- ☐ Have you done a waste audit on your business? Call the Boone County Landfill at 515.433.0591 for info.
- ☐ Would any of your waste be useable by someone else? Call the Iowa Waste Exchange at 712.792.9914.

## EMPLOYEE AND CUSTOMER EDUCATION

- ☐ Do your employee/customer newsletters or other publications remind everyone not to litter?
- ☐ Are your employees aware of how to prevent litter?
- ☐ Are cigarette butts properly disposed of in any outdoor designated smoking area?
- ☐ Are cigarette butts regularly cleaned up?
- ☐ Consider posting signs with some type of ant-litter message. example: "Hold it until you find a can" or "Help our Business be Litter Free." Sample posters can be obtained from KBCB at the number below.

**Questions?  
More Information?  
Call the KBCB program at  
515-433-0591**



The mission of Keep Boone County Beautiful is to protect and preserve the beauty and quality of life through partnerships between citizens, business, neighborhoods and government and to continue to foster pride in our county's environment. Our vision is a cleaner, more beautiful county.

Keep Boone County Beautiful is a volunteer-based program that is sponsored by the Boone County Landfill. It is an affiliate of Keep Iowa Beautiful.

*(Acknowledgment: This brochure was adapted from a Keep Lincoln/Lancaster County (NE) Beautiful publication.)*

## ARE YOU RUNNING A "LITTER FREE" BUSINESS?



*A Litter Reduction Checklist for the  
H.E.L.P. Your Business Campaign  
Have Employees do Litter Pickup*



## ARE YOU RUNNING A LITTER FREE BUSINESS?

Maybe not, however, the Keep Boone County Beautiful Program is promoting the “HELP Your Business Campaign” to encourage all businesses to Have Employees do Litter Pickup each day. By examining your operation to identify sources of litter and how it is handled you can help us insure that Boone County is a cleaner, safer place to live and work.

This **LITTER REDUCTION LIST** is a start for such an examination. Research has shown that a sizeable percentage of litter comes from business and commercial sources. This checklist is a simple tool to help you analyze possible litter sources and then take effective inexpensive steps to reduce them.

### LITTER REDUCTION CHECKLIST

#### PARKING LOTS, SIDEWALKS & DRIVEWAYS

- ☐ Are litter receptacles placed where needed?
- ☐ Are receptacles located at entrances and exits to buildings and grounds?
- ☐ Are parking lots, sidewalks, and curb gutters driveways/drivethrus swept regularly?
- ☐ Do you feel the outside appearance of your establishment lets your customers know the quality of service/merchandise your business offers?

#### PUBLIC AREAS - INSIDE AND OUT

- ☐ Are public litter receptacles and ash trays convenient for customer use?
- ☐ Are public litter receptacles and ash trays emptied when needed?
- ☐ Are all receptacles covered to prevent litter from blowing out?
- ☐ Are litter receptacles heavy enough so the wind won't blow them over?
- ☐ Are public areas, including alley's cleaned regularly of any litter present?
- ☐ Is the landscaping cleared regularly of any litter present?
- ☐ Are utility poles and the right-of-way adjacent to your property kept clean of illegally posted signs?

#### GRASS BORDERS, FENCE & WALL BASES, AND PLANTED AREAS

- ☐ Is litter picked up before mowing?
- ☐ Are areas where trapped litter accumulates cleaned on a regular basis?

#### REFUSE PUT-OUT AREAS

- ☐ Is the container capacity adequate for trash generated?
- ☐ Is the area around the container or dumpster or adjacent property kept free of litter that might have blown there?
- ☐ Are end-of-day clean ups conducted in this area?
- ☐ Do you “break down” cartons before disposing of them?
- ☐ Are excess materials properly secured and tied?

#### LOADING AND UNLOADING PLATFORMS

- ☐ Are litter receptacles light enough to be moved as needed and emptied as necessary?
- ☐ Are litter receptacles covered to prevent spillage?
- ☐ Are end-of-day clean ups conducted?

#### LITTER RECEPTACLES

- ☐ Is the design of litter receptacles the best for working operations?
- ☐ Are there enough receptacles for each working area?
- ☐ Are receptacles available at sites which are likely to be littered on a temporary basis?
- ☐ Are the receptacles emptied when needed?
- ☐ Are the receptacles located where it is most convenient to use them?
- ☐ Have employees been encouraged to use the receptacles, and to clean up litter as soon as it has been generated?
- ☐ Have employee suggestions been used to determine the placement and structure of the receptacles?

#### COMPANY VEHICLES

- ☐ Are company trucks carrying loose materials covered to prevent spillage? (Required by law)
- ☐ Are company cars and trucks equipped with litter bags?